State of Missouri

State Fleet Information System

User's Guide

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INTRODUCTION

SFIS is a mainframe, web-based fleet information system developed by the Office of Administration, Division of Information Services. This user's guide is intended to assist users of the system to maintain state vehicle data as required under Section 37.450 RSMo. The State Fleet Management Program is responsible for maintaining this system to track the cost and utilization of all licensed state vehicles. Each agency is responsible for maintaining data in the SFIS as determined by the State Fleet Manager.

SYSTEM BENEFITS

- ❑ Uniform-reporting method of state vehicle data from all state agencies
- ❑ Statewide fleet analysis including the ability to monitor agency compliance with the State Vehicle Policy
- ❑ Accurate and consistent count of the number of state vehicles
- ❑ Reconciliation of vehicle data with the Department of Revenue
- ❑ Data transfer of maintenance and repair information from the OA/Vehicle Maintenance system, reducing data entry for state agencies
- ❑ Data transfer of statutorily required annual alternative fuel reports to the Department of Natural Resources – Energy Center, reducing preparation time and duplicative efforts for all state agencies

SYSTEM OVERVIEW

1. The Fleet Information System will capture the following data elements:
   a. Basic Vehicle Information
      - ❑ Vehicle Identification, License, Title and Inventory Numbers
      - ❑ Year, Make, and Model
      - ❑ Vehicle Category (passenger car, truck, van)
      - ❑ Vehicle Sub Category (compact, mid-size, full-size)
   b. Assignment Information
      - ❑ SAM II Agency Number and Name
      - ❑ SAM II Organization Number and Name
      - ❑ Vehicle Location
      - ❑ Assignment Information (pool, work unit or employee name)
      - ❑ Vehicle Purpose (i.e.: client or staff transport, special purpose vehicle)
   c. Fuel Configuration Type (to facilitate annual reporting to the Department of Natural Resources)
   d. Acquisition and Disposition Information
   e. Usage (miles driven)
   f. Fuel Consumption Information (fuel type, cost, etc.)
   g. Maintenance and Repair Cost Information. Minimally, agencies will have to provide cost information, but they will have the option of entering maintenance and repair descriptions at varying levels of detail, depending on their needs.

2. Historical information for each vehicle will be available for the entire life of the vehicle regardless of the agency to which it is assigned.

3. Various standard monthly, quarterly and annual reports will be available. The Fleet Information System will utilize existing MOBIUS report distribution software. Ad-hoc reporting will also be available.

SYSTEM SECURITY

❑ Users must have a valid RACF mainframe id. Agency security coordinators must request RACF ids through the Office of Administration, Division of Information Systems.

❑ Designated agency fleet coordinators may submit requests for security additions or changes to the State Fleet Manager at baxc@mail.oa.state.mo.us. Security request forms are available on the State Fleet Management Website at: http://www.oa.state.mo.us/gs/fm/fleetinfosystem.htm

AGENCY COST FOR USE OF THE SYSTEM

The Office of Administration, Division of Information Systems, developed the system internally so there will be no cost to user agencies for system development, annual maintenance or software licenses.

Agencies will be billed monthly for minimal data center charges associated with user transactions in the system. Charges will appear on data center billings under the DB2 line charge. User charges will be billed according to the account established for each user. Agencies are responsible for establishing billing information with the Office of Administration, Division of Information Systems.

FLEET INFORMATION SYSTEM EMAIL DISTRIBUTION LIST

System users are encouraged to subscribe to the fleet system email distribution list. Members of this list will be notified of system availability, modifications, procedural changes, etc…

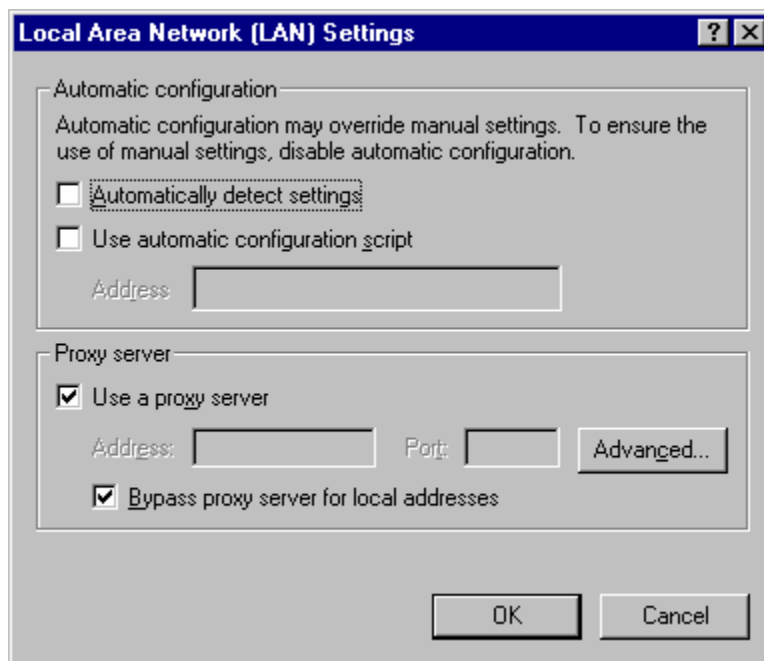Users can subscribe to the list by following instructions on the Fleet website at: http://www.oa.state.mo.us/gs/fm/listserv.htm

TECHNICAL REQUIREMENTS TO ACCESS THE SYSTEM

❑ Internet browser must be Internet Explorer 5.5 or higher or Netscape 6.x or higher. Internet Explorer is recommended. Netscape will work but creates issues with colors and field placement.

❑ Must be able to access private network resources like the mainframe.

❑ Locations using an ISP (Internet Service Provider) must have a VPN (Virtual Private Network) client established through the Office of Administration, Division of Information Systems. For questions or more information on establishing a VPN connection, send a request to: mailto:sPWebWork@mail.oa.state.mo.us

❑ Additional information on VPN connections:

- o If the user is behind any sort of firewall, they will need to do additional configuration on the firewall for the VPN to work.

- o The current cost for a VPN account is $5.30 per user per month.

- o The only ISP that will not work with the VPN is AOL.

DESKTOP SETTINGS

❑ Internet browser must be Internet Explorer 5.5 or higher or Netscape 6.x or higher. Internet Explorer is recommended. Netscape will work but creates issues with colors and field placement.

❑ Desktop settings should be set to smaller fonts. 800 x 600 pixels or 1024 x 768 pixels are recommended based on how much of the screen you want to view at any one time.

❑ Internet Explorer Users – please make sure that the "Bypass Proxy Server for Local Address" box is checked under Tools, Internet Options, Connections, LAN Settings.

Local Area Network (LAN) Settings

Automatic configuration

Automatic configuration may override manual settings. To ensure the use of manual settings, disable automatic configuration.

☐ Automatically detect settings

☐ Use automatic configuration script

Address

Proxy server

☑ Use a proxy server

Address: Port: Advanced...

☑ Bypass proxy server for local addresses

OK   Cancel

REPORTING DEADLINES

FY 03 Data

Vehicle information, utilization and cost data for all vehicles active during FY 03 must be entered into the system or imported via interface by July 31, 2003.

FY 04 Data

It is recommended that agencies update vehicle records, utilization and cost information on a monthly basis but minimally, data must be entered quarterly. The following are deadlines for FY 04.

Quarter	Must be entered by:
1st (July 1,2003 - September 30, 2003)	October 31, 2003
2nd (October 1, 2003 - December 31, 2003)	January 31, 2004
3rd (January 1, 2004 - March 31, 2004)	April 30, 2004
4th (April 1, 2004 - June 30, 2004)	July 31, 2004

SYSTEM BASICS

Logon Instructions

❑ Go to the State Fleet Management Website at
http://www.oa.state.mo.us/gs/fm/index.htm
❑ Click on the Fleet Information System Logon Link in the bottom left hand
corner of the page.
❑ Enter your mainframe id and password. The userid and password is NOT
case sensitive.

Can't get to the Logon Screen? – Internet Explorer users see Desktop
Settings section of this manual and ensure that the "Bypass Proxy Server
for Local Addresses" box is checked.

PASSWORD MAINTENANCE

To change your password

❑ Type in your current password and your user id.
❑ Type your new password and tab to the Verify New Password box.
❑ Retype your new password and click the Logon button.

RACF password rules

❑ Passwords will expire after 31 days.
❑ Passwords must be uppercase and contain between 6 and 8 characters. At least one of the characters must be alphabetic (A-Z) and at least one character must be numeric (0-9). Alphabetic characters also include the national characters: #, $, and @.
❑ RACF will not allow previously expired passwords.

***Changing your password on the fleet system logon screen will change it for all mainframe applications that you have access to (such as SAM II).

MAIN MENU *(displayed on following page)*

The main menu is organized into three sections

❑ **Fleet Information System** (Data Input Screens)

-Maintain all vehicle data
-View data on a specific vehicle
-View vehicle utilization and cost totals

❑ **Fleet Inquiry** (Inquiry Screens)

-Customize on-line queries for your agency, organization, location, etc…

❑ **Reference Data** (Table and Security Maintenance)

-Users can view table values with associated short and/or long descriptions

MAIN MENU

Tool Bars

Each screen has varying buttons to take the user to related screens in the system. By selecting the navigational buttons at the top of the screen (displayed below) the user can go to another screen without having to reenter vehicle data such as the license number, inventory number or VIN.

Command Buttons

Search – Used to find vehicle records matching your search criteria. Also used to find appropriate values in various lists such as city, make, model, etc…

Refresh – clears out search and data fields
*Note – the refresh appearing at the top of a screen will clear out your search criteria and data on the entire screen. Refresh buttons appearing in the middle of a screen will clear out data in the data entry screens allowing the user to enter another record on the same vehicle assignment.

List – select this button to go to certain tables in the system to find other vehicle assignments, make, model, city, etc…

Submit – Adds or changes the data as entered. One of the following informational messages will appear when data has been added or changed successfully. Note: If you need to make two entries on one vehicle, please refresh as instructed above. Typing over existing data and hitting the submit button will overwrite the first record entered.

After adding new data successfully, the following message will appear:

After changing data successfully, the following message will appear.

Delete – deletes the record displayed on the screen. A vehicle assignment cannot be deleted if cost or utilization records have been added.

Search Existing Records

Most data and inquiry screens allow the user to search by one of the three following data fields. Enter the exact value in one of these fields and select the search button.

- ❑ License Number
- ❑ Inventory Number
- ❑ Vehicle Identification Number (VIN)

If the system finds a match it will return the **active** (vehicle assignment status = active) assignment for that vehicle and display the agency and organization as well as year, make, and model. If this is not the correct vehicle, the user can select the "List All Assignments" button to go to a separate dialog box to select the appropriate assignment. This functionality is consistent across most data entry screens.

WHAT SCREEN SHOULD I USE?

EVENT	SCREEN NAME (enter in order listed)
New Vehicle Purchase	1.) Vehicle Data 2.) Acquisition Data 3.) Assignment Data
Assignment Change, Intra – agency Transfer	1.) Acquisition Data 2.) Assignment Data
Surplus Or Sale	1.) Assignment Data (Change Vehicle Status Field) 2.) Disposition Data
Update/View Utilization (Miles Or Hours)	Utilization Data
Update/View Fuel Data	Fuel Consumption Data
Update/View Maintenance Or Repair Data	Maintenance & Repair

DATA ENTRY SCREENS

Vehicle Data Screen
Purpose: View or update vehicle information. Fields on this screen won't likely change throughout the life of the vehicle. The only exception could be the title number. A vehicle record should only have to be entered once by the agency first acquiring the vehicle.

Step-by-Step Instructions: *a screen shot is included at the end of the Vehicle Data Screen Section.

- ❖ **VIN:** Enter the full 17 digit VIN in the VIN data entry field (not the search field at the top of the screen.) Tab out of the field. If a warning message dialog box is displayed, the VIN may be incorrect. The system has a VIN number check feature. This feature is designed to notify users of potential errors primarily in passenger vehicles. If the VIN entered does not conform to VIN standards, a warning message will appear. If the VIN is correct, select OK. If it is incorrect, reenter the VIN in the field provided. (See screen shot of warning message is provided at the end of this section.)
- ❖ **Title Number:** Enter the 8-digit title number.
- ❖ **Year**: Enter the four-digit year.
- ❖ **Make:** Select the "List" button to select the appropriate value.
- ❖ **Model:** Select the "List" button to select the appropriate value.
- ❖ **Body Style:** Use the drop down to select the appropriate value.
- ❖ **Color:** optional
- ❖ **Category:** Use the drop down to select the appropriate value.
- ❖ **Subcategory:** Use the drop down to select the appropriate value. (Note: It is important to enter this accurately for DNR Alternative Fuel reporting purposes.)
- ❖ **Passenger Capacity:** optional
- ❖ **GVWR:** (Gross Vehicle Weight Rating) enter the GVWR. (Note: It is important to enter this accurately for DNR Alternative Fuel reporting purposes.)
- ❖ **Engine Size:** optional
- ❖ **Drive Type Description**: Use the drop down to select the appropriate value.
- ❖ **Last Meter Reading**:
  - ❑ *For vehicles added for the first time in July 2004, it is recommended that you enter the ending meter reading for June 30, 2002 (or FY 02) to facilitate entry of FY 03 miles or hours on the utilization screen.*
  - ❑ For new acquisitions, the last meter reading may be the same as the acquisition meter reading.
  - ❑ The Last Meter Reading field will auto fill the value in the Beginning Meter Reading field on the Utilization Screen.
- ❖ **Warranty Miles:** Optional

Vehicle Data Screen (continued)

- ❖ **Warranty Months:** Optional
- ❖ **Tire Specifications:** Optional
- ❖ **Fuel Configuration:** Use the drop down to select appropriate value.
- ❖ **DNR Classification:** This field is defaulted based on the Vehicle Subcategory selected. (See the Vehicle Category and Subcategory table for more information.) The default value can be changed if necessary.
- ❖ **CAFÉ Rating**: The EPA publishes CAFÉ (Corporate Average Fuel Economy) Ratings for each vehicle, each model year. This is an optional field because café ratings are not available at the beginning of the model year. For new vehicle acquisitions, this field will need to be completed prior to submission of the DNR Annual Alternative Fuel Report after fiscal year end. Agencies will receive more information on CAFÉ ratings from the DNR Energy Center and/or State Fleet Management as needed.
- ❖ **AFV Date Converted** (AFV = Alternative Fuel Vehicle) Enter this date only if the vehicle was converted from a conventional fuel vehicle to an alternative fuel vehicle.
- ❖ **Meter Type**
  - ❑ M (Miles) default for all vehicles
  - ❑ H (Hours)
  - ❑ None - default when vehicle category is equal to trailer
- ❖ **Transmission Type**
  - ❑ A (Automatic) default for all vehicles
  - ❑ M (Manual)
  - ❑ None, default when vehicle category is equal to trailer
- ❖ **Alternative Fuel Vehicle Indicator:** This field defaults based on the Fuel Configuration selected. The default value can be changed if necessary.
- ❖ **DNR Exempt Indicator:** This field is defaulted based on the Vehicle Subcategory selected. (See the Vehicle Category and Subcategory table for more information.) The default value can be changed if necessary.

When data entry is complete, hit the submit button. If a change needs to be made, type over the incorrect data and hit submit again.

Vehicle Data Screen (continued)

VIN Number Check Feature:

The following warning message appears when the system identifies a VIN that does not conform to standards. Please verify the VIN and either select the "OK" button or reenter the VIN in this window, hit submit and return to the Vehicle Data Screen.

Acquisition Data Screen

Purpose: To record acquisition cost and related information for that assignment.

Enter acquisition data prior to assignment data to avoid errors on the assignment screen. Acquisition data is required prior to changing the vehicle status to active on the assignment screen.

Step-by-Step Instructions

❖ **Acquisition Method** – see table values section

❖ **Acquisition Date**: date the vehicle was delivered, transferred

❖ **Acquisition Cost:** Total cost for the vehicle.
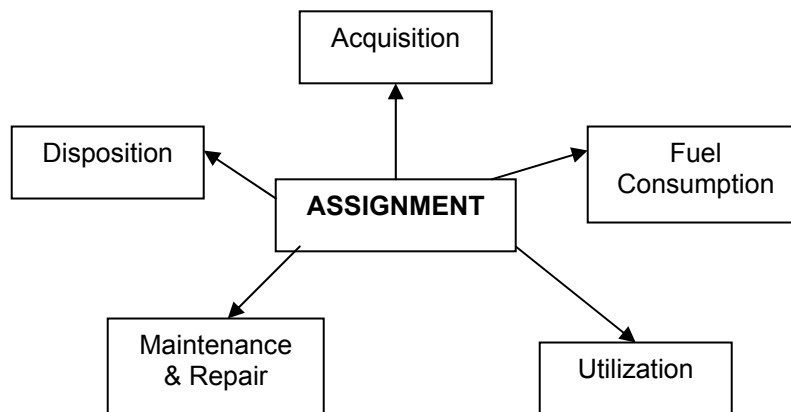
Acquisition Data Screen (continued)

❖ **Acquisition Source** – this is an optional text field where the user could enter the dealer name, agency that the vehicle was transferred from, surplus property, etc.

❖ **Acquisition City –** only Missouri cities are listed in the city table. For out of state cities, select the out of state value. If your agency wants to track out of state acquisition cities, contact the State Fleet Manager to add specific table values.

❖ **Procurement Funding –**Enter the four digit numeric SAM II fund number in the source field. The sum of the procurement funding source amounts must equal the acquisition cost. If you do not know the SAM II fund number, check with your financial section or inventory control staff.

Assignment Data Screen

Purpose: To assign a vehicle to a SAM II agency/organization number. Vehicle operational data such as maintenance, utilization and fuel information is maintained by assignment.

The assignment record is a critical component of the system. The assignment record tracks which SAM II agency/organization the vehicle is assigned to and what the vehicle is used for. The "key" for the assignment record is based on the agency/organization combination; therefore, each time the assignment agency/organization codes change, a new assignment record must be created.

Vehicle utilization (miles or hours) and all cost components are maintained by assignment. A vehicle must be actively assigned to an agency/organization prior to entering operational data such as fuel consumption, maintenance, repair and utilization.

```
                    ┌──────────────┐
                    │ Acquisition  │
                    └──────────────┘
                           ▲
┌─────────────┐            │            ┌──────────────┐
│ Disposition │◄───┌───────────────┐───►│    Fuel      │
└─────────────┘    │  ASSIGNMENT   │    │ Consumption  │
                   └───────────────┘    └──────────────┘
                    ▲             ▼
        ┌──────────────┐      ┌──────────────┐
        │ Maintenance  │      │ Utilization  │
        │  & Repair    │      └──────────────┘
        └──────────────┘
```

Assignment Screen (continued)

Step-by-Step Instructions

❖ **VIN** – the VIN must match an existing record entered on the Vehicle Data Screen. Most likely this field will be completed already based on entry from prior screens or a search.

❖ **Agency –** enter your SAM II agency code (this field should default based on your userid)

❖ ***Understanding the Difference Between Organization and Reporting Organization***

Organization codes must be valid SAM II organization codes for your agency.

❑ Organization (required) – this would be a lower level organization code reflecting the division or work unit that the vehicle is assigned to.

❑ Reporting Organization (optional) – this field is intended to be an organization code used for high level reporting purposes.

Example: If the Office of Administration, Division of General Services wanted to track the number of vehicles assigned to the division as a whole, the division's organization code of 2300 would be used in the reporting organization field and a level three organization code would be used in the organization field to track vehicles by work unit.

❖ **License Number –** this is a seven digit alphanumeric field. Please enter your complete license number, *excluding dashes*. Example: 100084M or 55CC

❖ **Inventory Number –** enter your agencies SAM II fixed asset number or your internal property/inventory/tag number. Whatever value is entered for this field is what should be used to search by inventory number in the search fields at the top of system screens.

❖ **Assignment Date** – date the vehicle was assigned

❖ **Zip Code/City/County**

❑ If the zip code is entered, a default city and county will fill automatically. The default city and county fields can be changed if necessary.

❑ If the zip code is unknown, go to city/county/zip reference table from the main menu and find the appropriate value(s). The city list button can also be used to select the appropriate city.

Assignment Screen (continued)

- ❖ **Vehicle Status**
  It is important to keep the vehicle status field current to accurately reflect the current standing of the vehicle. See table values section for complete listing of vehicle status codes.
    - ❑ Initial Entry – this is the default value for each new assignment record. The user can essentially save their data "as is" until they are ready to change the vehicle status to another value.
    - ❑ Active – The vehicle status must be equal to active to add operational data. All required fields must be completed prior to changing the vehicle status to active.
- ❖ **Vehicle Contact** – see Vehicle Contact Section of users guide for more information.
- ❖ **Primary Assignment** – Select the appropriate value. See table values section for definitions.
- ❖ **Assignment Name**-- Enter the name of the individual, work unit or function that the vehicle is assigned to.
- ❖ **Primary Purpose** – Select the appropriate value. See table values section for definitions.
- ❖ **Special Purpose**– Select the appropriate value. See table values section for definitions.
- ❖ **In Service Date** – date the vehicle was placed into service for use
- ❖ **Safety & Emissions Inspection Fields** – these are optional fields for agency use. Agencies are responsible for updating the last and next inspection dates. The Inspections Due by Agency/Org inquiry screen lists inspections due within the next three months.
- ❖ **Commute Indicator** -- This field must be checked if an employee is permanently assigned to the state vehicle and is subject to IRS fringe benefit reporting as instructed by the Office of Administration, Division of Accounting.
- ❖ **Confidential Plate Indicator --** This field may be checked for all official vehicles authorized by the Missouri Department of Revenue as confidential vehicles. Checking this indicator allows the user to not enter otherwise required fields such as model, location, and assignment. Please note the fields with a double asterisk. They are not required when the confidential plate indicator is set to yes.

Screen Options
- ❑ The user may go to the "List Assignments" button to view all assignments for that vehicle.
- ❑ "Assignment Notes" can be used for any purpose.
- ❑ "Assignment Totals" will display various statistical data for the vehicle assignment including assignment totals by fiscal year.

Disposition Data Screen

Note: Prior to recording disposition data, change the vehicle status field on the assignment record to surplused or sold.

- ❖ ***Disposal Method*** – see table values section

- ❖ ***Disposal Date*** – required if vehicle status is equal to sold

- ❖ ***Surplus Date*** – required if vehicle status is equal to surplused

- ❖ ***Odometer Reading*** – odometer reading at the time of disposal

- ❖ ***Net Disposal Proceeds*** – equals total sales proceeds minus any administrative expenses incurred in the vehicle sale.

- ❖ ***Vehicle Credit Fields*** – for State Fleet Manager use only. Used to track vehicle credits allowed under Section 37.452 RSMo.

Fuel Consumption Screen

Data Entry Options

Fuel purchases can be entered at a detailed transactional level or at a monthly summary level.

❖ ***Purchase Date*** – equals the actual purchase date or the last day of the month if entering summary level cost information.

For tracking of monthly and fiscal year cost data, it is important to apply the cost to the correct month and fiscal year by using a purchase date within the appropriate period.

❖ ***Units Purchased*** – equals number of gallons, etc..

❖ ***Fuel Cost:*** enter the total cost

❖ ***Fuel Type*** – See table values section

❖ ***Unit of Consumption*** – defaults based on the Fuel Type selected. Can be changed if necessary.

❖ ***Qualifies as an Alternative Fuel*** – defaults based on the Fuel Type selected. Can be changed if necessary.

The Current Fiscal Year totals are updated immediately after adding or modifiying data.

To view all fuel records select the "List All Purchases" button that will take you to a dialog box wherein you can select individual fuel records to view or modify.

Utilization Data Screen

Purpose: To record miles or hours for state vehicles.

- ❖ *End Report Date* – equals the date of the last odometer reading

- ❖ *Beginning Meter Reading* – defaults to the current value in the "Last Odometer Reading" field on the vehicle data screen, can be changed if necessary

- ❖ *Ending Odometer Reading* – enter the ending reading for the time period that you are reporting on.

- ❖ *Report Commute Miles* – this is an optional field available for agencies to track total commute miles. Commute miles are to be tracked separately from the vehicle usage calculated on this screen. Do not reduce your ending odometer reading by the commute miles.

- ❖ *Usage Agency/Organization* – optional fields available for agencies to track the agency/organization that actually used the vehicle (if different from the assignment agency/organization). This would be beneficial in some vehicle pool operations that bill out for vehicle usage.

- ❖ *Report Vehicle Usage* – this is a protected field that is calculated after the submit button has been pushed. It is the difference between the ending odometer reading and the beginning meter reading.

Utilization Data Screen (continued)

Utilization Data - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Messenger Real.com Messenger

Address http://fleetst/fleet/ofsl225.jsp?DYNAMIC=GETPAGE&TIMEID=1055271460724&WID=83

License #: 100084M   Inventory#: 123456   VIN: 1FALP5221VG263543

Agency: 300   OFFICE ADMINISTRATION-OPER

Organization: 3350   GS-CENTRAL PRINTING   List All Assignments

1997   FORD TAURUS

Fiscal Year: 2003   *   Required Field
End Report Date: * 05/31/2003   (MM/DD/YYYY)

Beginning Meter Reading: * 96,000.00   (Z,ZZZ,ZZ9.99)   All Utilization Records

Ending Odometer Reading: * 97,000.00   (Z,ZZZ,ZZ9.99)   Submit

Report Commute Miles: 0.00   (Z,ZZ9.99)   Delete

Usage Agency: [   ]   Refresh

Usage Organization: [   ]

Report Vehicle Usage: 1,000.00

Commuting Percent: 0.00

Done   Local intranet

Maintenance and Repair Data Screens

- ❖ **M or R Date** – equals the actual invoice date or service data OR the last day of the month in which you are reporting

- ❖ **M or R City** – optional field. Select the list button to choose a city.

- ❖ **Invoice #** - optional field to enter the vendor invoice number

Maintenance and Repair Data Screens

❖ *Odometer Reading* – optional field to enter the odometer reading when the repair or maintenance took place. This field does not update the vehicle utilization records.

❖ *Cost Data* – the only required field is the M & R Total. Agencies can break out cost between maintenance and repair.

Maintenance and Repair Data Screens

M and R Detail – select this button to enter detailed information on maintenance and repair records.

The M & R Detail Record will allow agencies to enter as much detailed information as they wish. VMRS (Vehicle Maintenance Reporting Standards) coding from the Technology & Maintenance Council of the American Trucking Association (ATA) will be used to record detailed information in a consistent fashion. VMRS coding is an industry standard. The following is an excerpt from materials published by the ATA:

> *"Since 1970, the purpose of VMRS has been to provide a vital communication link between maintenance personnel, computers and management. It establishes a "universal" language for fleets, original equipment manufacturers' (OEMs), industry suppliers, computers, and those people whose responsibility it is to specify, purchase, operate and maintain equipment."*

All of the detail record fields are optional. There are many possible values for each of these fields so for explanation purposes only a few examples are given below.

Here is an example of how these codes could be used if a driver reported problems with the brakes:

Reason for Repair: Driver's Report
Work Accomplished: Replace
System: 013 Brakes
Assembly: 001 Front Brakes and Drums
Component: 015 Front Brake Lining

❖ **M & R System**
   A three-digit descriptor code to identify the system involved. Examples of system codes are brakes, tires, transmission, and exhaust system.

❖ **M & R Assembly**
   Provides additional capability to further define the system code. For example, if the system code for brakes was selected, you could further classify the assembly to front brakes and drums. The assembly code cannot be entered without selecting a system code.

❖ **M & R Component**
   Considered to be a universal identifier or generic term for the part. Example: front brake lining. The component code cannot be entered without selecting an assembly code.

Maintenance and Repair Data Screens

❖ **M & R Reason for Repair**
Examples: Driver's Report, PM, Inspection, Accident, Theft, Warranty, Vandalism, Act of God

❖ **M & R Work Accomplished**
Examples: Adjust, Clean, Replace, Inspect, Install, Towing, Repair, PM Level A-0

Vehicle Contact Screen

This screen is used to maintain vehicle contacts for your agency. This is an optional feature of the system. Agencies can add vehicle contacts to this screen for selection on the vehicle contact field on the assignment screen.

If a contact changes (leaves employment or changes job duties) a replacement can be entered so that each vehicle assignment record does not have to be updated individually. To replace one contact with another, select the "old" contact (make sure that all the fields are populated with the old information). Type over the data fields with the new contact information and hit the submit button.

FLEET INQUIRY SCREENS

Inspections Due by Agency/Organization
---displays vehicles with inspections due in the next three months

- Enter your agency and organization numbers.
- Hit search button
- A list of vehicles with safety and or emissions inspections due within the next three months will be displayed.
- Sort the results list by selecting sort by safety inspection date or sort by emission inspection date.

The next safety inspection date and next emissions inspection dates are drawn from data entered on the assignment screen.

Select a record from the results list by clicking on it and then select the assignment data, vehicle data, and maintenance and repair toolbar buttons to go directly to those screens.

Vehicle History Inquiry
----view assignment history by VIN

- ❑ Enter a VIN and select search
- ❑ The vehicle year, make and model will be displayed as well as the assignment history for the VIN.
- ❑ Use the bottom scroll bar to view more assignment data.
- ❑ The most recent assignment is displayed at the top of the list.

   Select a record from the results list by clicking on it and then select the assignment data or vehicle data toolbar buttons to go directly to those screens.

Vehicle Assignment by Agency/Organization
----view vehicles assigned by agency/organization number

❑ Enter your agency and organization numbers
❑ Hit the search button
❑ Scroll to the right for more field results.

Select a record from the results list by clicking on it and then select the assignment data or vehicle data toolbar buttons to go directly to those screens.

Vehicle Assignment by Category/Subcategory

❑ Enter and agency,organization and category.
❑ Hit the search button
❑ Scroll to the right to view more field results.

Select a record from the results list by clicking on it and then select the assignment data or vehicle data toolbar buttons to go directly to those screens.

The following fleet inquiry screens are currently in development:

❑ Vehicle by Primary Assignment
❑ Vehicle Assignment by City Name
❑ Vehicle Cost Inquiry

System Reports

Standard system reports will be rolled out as soon as possible after implementation. Adhoc reporting is available. Agencies will have to access the fleet tables. For more information please contact Cindy Bax at 751-4534 or baxc@mail.oa.state.mo.us